



# Haryana Government Gazette

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## PART-I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### HIGHER EDUCATION DEPARTMENT

#### Notification

The 17th July, 2020

**No. 24/2-2019 UNP (5).**— In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 (as amended upto 10th May, 2012) and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Om Sterling Global University, Hisar to frame its First Statutes.

ANKUR GUPTA,  
Principal Secretary to Government Haryana,  
Higher Education Department,  
Chandigarh.



**OM** STERLING  
GLOBAL  
UNIVERSITY  
(Established under Haryana Private Universities Act - 2006)

**OM STERLING GLOBAL UNIVERSITY, HISAR**

**FIRST STATUTES**

National Highway-52, Hisar - Chandigarh Road,  
Juglan, Hisar - 125001 (Haryana)

**THE FIRST STATUTES OF  
OM STERLING GLOBAL UNIVERSITY,  
JUGLAN, HISAR, HARYANA**

**1. Short Title and Commencement**

- (1) These statutes shall be called the First Statutes of the Om Sterling Global University, Juglan, Hisar, Haryana.
- (2) It shall come into force from the date it is finally published in the official gazette of Govt. of Haryana.

**2. Definitions**

- (1) In these statutes unless there is anything repugnant to the subject or context:
  - (i) “Act” means the Haryana Private Universities Act, 2006;
  - (ii) “Section” means a section of the Haryana Private Universities Act, 2006;
  - (iii) “the University” means the Om Sterling Global University, Juglan, Hisar, Haryana;
  - (iv) “Authority” means any of the Authorities of the University;
  - (v) “Officer” means an officer of the University;
  - (vi) “Academic Units” means institutes, Schools, Colleges, Departments etc. established and maintained by the University within the campus.
  - (vii) **He/ his includes she / her wherever applicable.**
- (2) All words and expressions used hereinafter but not defined shall have the same meaning as assigned to them in the Act.

**3. Objectives of the University**

- (1) The objectives of the University given in Section-3 item nos. 1 to 13 of the Haryana Private Universities Act 23 of 2006 shall remain the same and used in the statutes of Om Sterling Global University.
- (2) To provide instructions, teaching and training in skill development, vocational and educational training.

**4. Officers of the University**

**4.1.** The following shall be the officers of the University, namely:

- (i) Chancellor
- (ii) Pro Chancellor
- (iii) Vice-Chancellor
- (iv) Pro Vice-Chancellor
- (v) Registrar
- (vi) Controller of Examination
- (vii) Chief Finance and Accounts Officer
- (viii) Such other officers may be declared by the statutes to be the officers of the University.

**4.2. Appointment, Powers and Functions of the Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Controller of Examination and Chief Finance and Accounts Officer**

**4.2.1. Appointments, Powers and Functions of the Chancellor** –The Chancellor shall exercise the following powers, namely:

- (1) **Appointment** – The Chancellor shall be appointed by the sponsoring body for a period of three years with the approval of the Visitor by following such procedure and on such terms and conditions as may be prescribed
- (2) **Powers and Functions of the Chancellor** – In addition to powers conferred upon him under section 16, the Chancellor shall exercise the following powers, namely:
  - (i) He shall be the Chairperson of the Governing Body;
  - (ii) He shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units, including the buildings, laboratories, records and equipments thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units.

- (iii) In case of inspection or inquiry relating to any of the affairs of the University of any Academic Units, he shall communicate to the Vice-Chancellor the result of such inspection or inquiry together with his views thereon and advise him with regard to the action to be taken thereon and on receipt of the report made by him, the Vice-Chancellor shall communicate the same forthwith to the Board of Management for consideration and the Board of management shall communicate through the Vice-Chancellor to the chancellor such action, if any, as it proposes to take of has been taken by it upon the results of such inspection or inquiry.
  - (iv) Where in the opinion of the chancellor the action taken by the Board of Management is not appropriate, he may after considering any explanation furnished or representation made by the Board of Management issue such directions as he may deem fit and the University shall comply with such directions;
  - (v) Without prejudice to the foregoing provisions, he may by an order in writing, **annual (annul)** proceedings of any of the authorities or the decision of any officer of the University, as the case may be, which is not in conformity with the provisions of the Act or the statutes or ordinances or regulations, as the case may be;  

Provided that before making such order, he shall call upon the Vice-Chancellor to explain why such an order should not be made and if any cause is shown within the period specified by him in this behalf, he shall consider the same;
  - (vi) The Chancellor may nominate the other members on Governing Body, Board of Management, academic Council and other authorities of the University in keeping with the relevant provisions of the Act/ Statutes for the constitution of the authorities of the University;
  - (vii) Subject to the provisions of the Act/ statutes, the decision of the Chancellor shall be final on all the matters forwarded to him by the authorities/ officers of the University;
  - (viii) The Chancellor shall delegate powers and functions of any of his powers or powers of any of his subordinate officers to any other officer and authorize him to exercise any or all the powers of such an officer in the absence of said officer or in the exigency of any such situation under which he considers invoking the provisions of this clause for smooth functioning of the University through official orders;
  - (ix) To approve the appointment of such academic and administrative staff which require his approval as per relevant provisions of the Act and Statutes applicable to the University;
  - (x) He shall have the power to convene or cause to be convened meeting of Governing Body and any other authorities of the University, **including emergent meeting as per the exigencies.**
  - (xi) He may, at any time, require or direct the officers of the University subordinate to him to act in conformity with the provisions of the act, statutes, ordinances and the regulations made there under;
  - (xii) Any employee of the University who is aggrieved by the decisions of the Board of Management **or** of the Vice-Chancellor in such manner as may be prescribed by Statutes, Ordinances and Regulations and in such matters the decisions of the Chancellor shall be final;
  - (xiii) He may, in the interest of the University, defer any decision of any of the authorities of the University **or of the Vice-Chancellor;** and
  - (xiv) Subject to the provisions of the Act, he shall be empowered to take such other action as he may deem fit in the interest of the University and its institutions for which he shall not be answerable to any other person or authority;
  - (xv) He can appoint Pro- Chancellor, Vice-Chancellor and multiple Pro-Vice-Chancellors in different parts to cover the multidisciplinary areas of the University (as per requirement).
- (3) When the Chancellor is away from the his office or if he is unable to perform his duties due to ill health or for any other reasons, the Vice-Chancellor, and if the office of the Vice-Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice-Chancellor or as the case may be, the officer appointed by him shall at the earliest opportunity report the action taken by him for his confirmation:

Provided that if the action taken is or **(not)** approved by him for his confirmation.

- (4) **He shall exercise and take decisions on all matters vested in Governing Body however he will report such action taken in the next Governing Body for confirmation.**
- (5) **The Chancellor if he so wishes can resign from the office of Chancellor by sending his resignation in hand addressed to the Secretary to the sponsoring body. He shall continue in his office till the resignation is accepted by the sponsoring body in its meeting and communicated to him.**

**4.2.2. Appointment, Powers and Functions of the Pro-Chancellor** –The Pro-Chancellor shall exercise the following powers, namely:

1. **The Pro-Chancellor shall be appointed by the Chancellor and shall perform such responsibilities and functions as assigned to him/ her by the Chancellor from time to time. He/ She shall work under the direct supervision and control of the Chancellor.**
2. “In absence of Chancellor, Pro-Chancellor will take over all the responsibilities of the Chancellor.”

**4.2.3. Terms and Conditions of Appointment and Powers and Functions of the Vice-Chancellor–**

- (1) **Appointment** – The Vice-Chancellor shall be appointed as per the qualification prescribed by the University Grants Commission subject to the provisions contained in sub-section (7) and shall hold office for a term of three years.

Provided that after expiry of three years, the Vice-Chancellor shall be eligible for re-appointment for another term of three years.

- (2) The Vice-Chancellor may resign from his office by serving a notice of one month in writing under his hand addressed to the Chancellor:

Provided that where the circumstances so warrant, the Chancellor may waive off the period of notice and accept the resignation forthwith.

- (3) If the office of the Vice-Chancellor falls vacant due to resignation or otherwise, the Chancellor may appoint any other person who shall perform the duties of the Vice-Chancellor until the vacancy is filled up on regular basis or until the vice-Chancellor resumes his duties as the case may be and the officer so appointed shall have all the powers of the Vice-Chancellor.

- (4) **Powers and Functions** – In addition to the powers conferred upon him under section 17 of the act, the Vice-Chancellor shall exercise and perform the following powers and functions namely;

- (i) He shall be entitled to be present at, and to address any meeting of any of the authorities of the University, **but shall not be eligible to vote where he is not a member of that authority or body.**
- (ii) He shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities in letter and spirit and ensure that they are not contradictory in nature and practice **of any of the provision of the Act/ Statutes/ Ordinances and Regulations.**
- (iii) He shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit;
- (iv) With the approval of the Chancellor he shall make appointments of the Directors/ Principals, professors, Associate Professors, Assistant Professors, Librarian and other academic and administrative staff of the University, as may be necessary, on the recommendations of the selection committees constituted for the purpose by the Chancellor.
- (v) He shall grant leave of absence to any officer/ employee of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence’
- (vi) He shall have the authority to take disciplinary action against any employee for any omissions and commissions, dereliction of duty etc. as may be specified by the subsequent statutes; ordinance and regulations:

Provided that if the decision taken by any authority on his report affects any person in the service of the University, the said person may appeal to the chancellor within thirty days from the date on which such a decision was communicated to him and the decision of the Chancellor on such appeal shall be final;

- (vii) He shall have the power to convene or cause to be convened meeting **including emergent meeting** of the various authorities, except that of the Governing Body;
- (viii) He shall act as a vital link with the University Grants Commission or All India Council of Technical Education or National Council of Teacher Education or Council for Architecture for Pharmacy Council of India or National Assessment & Accreditation Council (NAAC) or National Board of Accreditation (NBA) **or any** other National and International agencies and other regulatory authorities of Universities, as the case may be;
- (ix) He shall take steps and bring about NAAC or NBA accreditation for the University to provide guidance and logistic support for getting the highest possible grade to the University and to help the Academic Units to get maximum amounts of financial grant from various funding agencies including UGC or AICTE **or** State and Central Government **Agencies/ Departments**.
- (x) He shall take steps to keep abreast with the latest educational policies of both the state and central governments and also the corpus of knowledge and trends in various disciplines and to apprise the Departments and institution about the same and to guide them in their proper implementation;
- (xi) He shall at the close of each academic year, in the manner specified in the subsequent statutes or ordinances, assess and evaluate the teaching and research work done by the members of the faculty is not satisfactory, he may, in the manner as laid down in the subsequent statutes or ordinances or regulations initiate or cause to be initiated action against such a member;
- (xii) He shall exercise such other powers as may be specified in the subsequent statutes;
- (xiii) He shall ensure that the provisions of the Act, Statutes, Ordinances and the Regulations are duly observed and implemented and he shall take all necessary steps in this regard and
- (xiv) He shall be responsible for the proper maintenance and discipline of the University and shall be accountable to the Chancellor and authorities of the University.
- (xv) **He shall exercise all the power vested in Board of Management and Academic Council in the absence of their meeting and report the action/ decisions taken in the next meeting of the respective authority for confirmation.**

**4.2.4. Powers and Functions of the Pro-Vice-Chancellor** –The Pro-Vice-Chancellor shall exercise the following powers, namely:

“In absence of Vice-Chancellor, Pro-Vice-Chancellor will take over all the responsibilities of the Vice-Chancellor.”

**4.2.5. Appointment, Terms and Conditions of the Registrar and his Duties and Functions:**

- (1) **Appointment** – The appointment of the Registrar shall be made by the Chairperson of the sponsoring body in such manner as may be prescribed by the statutes. Registrar shall possess the qualifications prescribed by the University Grants Commission.
- (2) When the office of the Registrar is vacant or when the Registrar by reason of illness or absence **or** for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice-Chancellor may appoint subject to the approval of the Chancellor.
- (3) The Registrar shall be a whole time salaried officer of the University and shall work under the direction and control of the Vice-Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.
- (4) **Duties and Functions** – In addition to the duties and functions conferred upon him **vide** section 18 of the Act the Registrar shall perform the following duties and functions, namely:
  - (i) To formulate a time schedule for various academic and administrative activities for the annual or semester format including receiving of applications for admissions to the University and to keep a permanent record of all the students enrolled, syllabi, curricula and information connected therewith;
  - (ii) To make arrangements for and supervise the examinations conducted by the University in the absence of the Controller of Examinations or in case a Controller of Examinations is not in position;



- (iii) To maintain a register of all degrees, diplomas and academic distinctions conferred by the University;
- (iv) To have the custody of the record the common seal and other assets and properties of the University as the Chancellor may commit to his charge and shall take steps as are necessary for proper maintenance and upkeep of the same;
- (v) To supply to the Chancellor copies of the agenda of meeting of the authorities as soon as they are issued and the minutes of such meeting ordinarily within a month of the holding of the meeting;
- (vi) To represent the University in suits or proceeding by **or** (the) against the University, sign power of attorney and verify pleadings for this purpose;
- (vii) To enter into agreements contracts, sign documents and authenticate records **on** (of) behalf of the University;
- (viii) **He** (Be) shall under the instructions of the Chancellor/ Vice-Chancellor and in exercise of the provisions made in the statutes, Ordinances and Regulations, issue Notices and Agenda concerning all meetings of the Governing Body, the Board of Management, the Academic Council and such other authorities of the University as may be specified by the Regulations and shall maintain records of the minutes of their meeting;
- (ix) He shall be responsible for the general discipline of the administrative officers of the University office and shall have disciplinary control over the employees in the administrative offices of the University and
- (x) To perform such other functions as may form time to time be assigned to him by the vice Chancellor and the Chancellor, as the case may be

#### **4.2.6. Appointment, Terms and Conditions of Service of the Controller of Examinations and his Duties and Functions**

##### **Appointment, Terms and Conditions of Service of the Controller of Examinations and his Duties and Functions:-**

- (1) **Appointment** – The Controller of Examinations shall be whole time salaried officer of the University and shall be appointed by the Chancellor in accordance with the statutes.
- (2) **Duties and Functions** – The controller of Examinations shall be a whole time salaried Officer of the University and shall work under the direction and control of the Vice-Chancellor and with his approval shall perform the following duties and functions in addition to the duties as specified under Section 18-A (2) of the Act, namely.
  - (i) To arrange for and supervise the work of examinations of the University maintaining the **confidentiality** (integrity) and credibility of the examinations system of the University;
  - (ii) To perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations and Rules and as may be required form time to time by the authorities of the University and the Vice-Chancellor.
  - (iii) To create examination centers in the University and conduct all University examinations in a disciplined and efficient manner, and make all such preparatory arrangements as are necessary to ensure the smooth **and efficient** conduct of examinations and timely declaration of results;
  - (iv) To get the question papers for all the examinations of the University set by the examiners/paper setters, ensuring that the question papers are set in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course/paper and getting the same printed maintaining the entire process from the appointment of paper setters and setting of question papers to the printing of the question papers and supply of the same to the examinations centers with strict regard to secrecy;
  - (v) To ensure proper secrecy, safety and maintenance of the record of the examinations of the University and oversee the work of all the branches of the Examination Section and to ensure that these branches work efficiently and effectively;
  - (vi) To get the answer books for all University examinations evaluated well in time for tabulation, scrutiny and to ensure that all results of University examinations are declared and published within the schedule fixed for the purpose and the Detailed Marks Cards (DMCs)/Degrees and other relevant testimonials are supplied to the students or the

Academic Units as the case may be, as expeditiously as possible, but within the period specified, for the purpose.

- (vii) To make arrangements for verifications of credentials of students, who had passed out of the University and make applications either for employment or admission to any course in other universities/institutions within the country or abroad and **who** would like their credentials to be verified by the University;
- (viii) To prepare and maintain accounts for secrecy funds, get the same checked/countersigned from the specified authority and keep permanent records for all such confidential transactions/accounts;
- (ix) To draw out the lists of Examiners, Paper setters, Evaluators, Centre Superintendents, Deputy Superintendents, Centre Inspectors, Members of Flying Squads, Invigilators, Observers, Chief Coordinators/Coordinators of various University Examinations, in consultation with various Heads of the Institutions/Departments with the approval of the competent bodies of the University;
- (x) To ensure the timely printing of the blank Answer books, DMCs, Degrees, Diplomas, Certificate with adequate security features and **also** other stationary items required in the process of conduct of University examinations and declaration and dispatch of results to the students/ Institutes/ **Schools/ Departments**;
- (xi) To ensure the timely preparation of the Degrees of the students, who have been declared successful in examinations of various courses of the University, for signature by the Registrar, the Vice Chancellor and the Chancellor as the case may be;
- (xii) To keep regular liaison with the Academic Units and other Sections of the University with regard to matters relating to the University examinations; and
- (xiii) To work under the direct superintendence and direction of the Vice-Chancellor and shall be accountable to the Vice-Chancellor/ Chancellor and authorities of the University.
- (xiv) **He shall be the member secretary of the examination committee and other sub committees of the examinations section and shall have the right to vote.**

#### **4.2.7. Appointment, Terms and Conditions of Service of the Chief Finance and Accounts Officer and his Duties and Functions**

- (1) **Appointment-** The appointment of Chief Finance and Accounts Officer shall be made by the Chancellor in such manner as may be specified by the Statutes.
- (2) The Chief Finance and Accounts Officer shall exercise such power and perform such duties as may be specified in the Statutes.
- (3) When the office of the Chief Finance and Accounts Officer falls vacant or when he is by reason of illness or absence **or** for any other cause, unable to perform his official duties, his duties shall be performed by such **by other** officer(s) as the Vice-Chancellor may appoint for this purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointed.
- (4) **Duties and Functions-**Subject to the control of the Vice-Chancellor, the Chief Finance and Accounts Officer shall perform the following duties and functions, namely:
  - (i) To exercise general supervision over the funds of the University and shall advise it as regard to its financial policy;
  - (ii) He shall be responsible for the proper maintenance and of the accounts of the University;
  - (iii) To perform such other financial functions as may be assigned to him by the Chancellor / **Vice-Chancellor** and as may be specified in the subsequent statutes or the ordinances or the regulations;
  - (iv) To hold and manage the property and investments including endowed property for the furtherance of the objects of the University;
  - (v) To ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for the financial year are not exceeded and that all moneys are **expended** (expected) on the purposes for which they are granted or allotted;
  - (vi) He shall be responsible for the preparation of annual and the budget of the University for the next financial year and presentation of the same before the appropriate bodies of the University for Approval;



- (vii) To ensure that the registers of the properties, buildings, land, furniture and equipments are maintained up-to-date and that the stock checking of equipments and other consumable material in all offices and academic units is conducted at regular intervals, or as may be required from time to time;
  - (viii) To advise in regard to the measures to develop the financial resources of the university and to protect the financial interest of the university and its academic units;
  - (ix) To make provisions for the purchase of material and property required by the University and its various units except otherwise provided by the statutes or regulation;
  - (x) To receive all contributions, grants, donations, gifts, endowments, etc made in favour of and for the purposes of the University;
  - (xi) To ensure that the accounts of the university including its constituent units are properly kept and audited and suggest measures for deposit and investment of collection(s) of the university income from various sources in proper accounts with reliable banks and other financial companies / **institutions** to secure the funds of the university and earn adequately reasonable amount of interest so long as the said funds are not required for utilization for any purpose(s) of the university;
  - (xii) To ensure that the income and fees due to the university are collected and the salaries and other amount of the staff and others are paid as due to them **on time**;
  - (xiii) To advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in all institutions, department/ school and offices of the university;
  - (xiv) To develop and operate an internal audit system so that the record of all officers and employees responsible for receipt and expenditure, maintenance of accounts, and custody of property may be verified by the audit;
  - (xv) To specify financial forms to be used in the university and perform such other duties as may be specified in the rules and regulations of the university or as may be specified under the decisions of the authorities or the chancellor from time to time;
  - (xvi) To exercise such financial powers to admit the bills and release payments as may be authorized by the competent authority subject to the exceptions if any ,provided for in the rules and regulations of the university;
  - (xvii) To exercise power of drawing, disbursing and collection of money under relevant statutes and regulations with respect to the employees working in the university;
  - (xviii) To call for from any academic unit, information or returns that he may consider necessary to discharge his financial responsibilities and
  - (xix) To prepare and issue agenda and maintain minutes of the meeting of the finance committee, and conduct the correspondence on behalf of the said committee. **He shall Act as the member secretary of the finance committee and with the right to vote and shall be responsible for maintaining the record of the minutes of the finance committee and other sub committees of his department.**
- (5) The receipt of the Chief Finance and Accounts Officer or the officer(s) duly authorized in this behalf by the chancellor for any money payable to the university shall be sufficient discharge for the same.

## 5. Other Officers of the University

### 5.1. Dean Academic Affairs and his Duties and Functions

- (1) **Appointment**-There shall be a Dean Academic Affairs appointed from amongst **the** Professor(s) of the University by the Chancellor on the recommendations of the Vice-Chancellor.
- (2) The term of appointment of the Dean Academic Affairs shall normally be three years and shall be eligible for re appointment.
- (3) **Duties and Functions** – The Dean Academic Affairs shall perform the following duties and functions, namely:
  - (i) To coordinate and supervise the admissions of students to various courses of the University;
  - (ii) To recommend **an** (and) academic calendar containing all academic activities including decisions as regards academic terms, autumn and winter recesses, schedule of examinations,

declaration of results, dates of admission(s), dates for commencement of academic session and so on in consultation with respective Heads of the Academic Units for approval by the Vice-Chancellor.

- (iii) To examine time tables of all University classes including evening classes, diploma courses etc. and to see that the same are properly pursued;
  - (iv) To arrange for the accommodation for all the classes of the University including evening classes, diploma courses, etc.
  - (v) To see that the discipline and routine of work in all University classes including evening classes, diploma courses are maintained properly;
  - (vi) To exercise control in respect of matters specified in (v) above over the functioning of the academic units of the University through Heads of the Departments/ Institutes;
  - (vii) To co-ordinate wherever necessary, the work of the teaching staff of the Academic Units of the University but not to directly control the work of the Heads of Departments/ Institutes in their respective academic units;
  - (viii) To recommend plans to the Vice-Chancellor for the organization of Seminars/ Conferences and other academic programmes in consultation with the concerned academic units;
  - (ix) To examine requirement of Faculty for various Academic Units in consultation with the Head of Departments/ Institute/ **School** concerned;
  - (x) To exercise supervision and control on the working of the foreign information Bureau of the University.
  - (xi) To perform any other duty or function allotted to him by the Vice-Chancellor and other authorities of the University from time to time;
  - (xii) To ensure that the curriculum of various courses are regularly updated;
  - (xiii) To perform any other duty or function assigned to him by the Vice-Chancellor and the Chancellor;
  - (xiv) To develop syllabi of new academic programmes to be established by the University through any of its various Academic Units.
  - (xv) To seek accreditation from the appropriate accrediting/professional agencies including both national and international agencies;
  - (xvi) To develop academic collaboration for the University with Institutions of repute both in India and abroad;
  - (xvii) To recommend to the Vice-Chancellor about the establishment of new academic programmes and for the elimination of certain other **existing** programmes;
  - (xviii) To act as an Academic guide, in developing and improving the teaching and research standards in the Faculties/Schools/Colleges/Institution/Departments and
  - (xix) To suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas.
- (4) He shall be subject to the direction and control of the Vice-Chancellor **and** accountable to the Vice-Chancellor/ Chancellor and authorities of the University.

## 5.2. Deans of Faculties

- (1) **Appointment** – There shall be a Dean of each Faculty who shall be appointed by the Chancellor on the recommendations of the Vice-Chancellor from amongst the Directors/Principals/Professor in various Departments/Institutes comprising the faculty. In case no professor is available in any Faculty, an Associate Professor can be appointed as Dean for the time being.
- (2) The term of appointment of the Dean shall be three years and he shall be eligible for reappointment.
- (3) **Duties and Functions** – The Dean of Faculty shall **report** directly to the Vice-Chancellor and perform the following duties and functions, namely:
  - (i) He shall oversee the functioning and development of academic units forming part of the faculty and co-ordinate with the Dean Academic Affairs in performing such duties;
  - (ii) He shall advise the Vice-Chancellor regarding all academic and administrative matters of Academic units under his faculty;
  - (iii) The heads of various Academic units, shall report to him on regular basis;

- (iv) He shall convene the meetings of the faculty as per provisions of the subsequent statutes, ordinance and regulations;
  - (v) He shall be responsible for the conduct and maintenance of the standards of teaching and research in the Academic units under his faculty;
  - (vi) He shall be responsible for the coordination of teaching and the execution of the decisions of the faculty; and
  - (vii) He shall have the right to be present, address and to take part in discussion at any meeting of any of the committees of the faculty but he will have no right to vote in case he is not a member of the said committee.
- (4) He shall be subject to the direction and control of the Vice-Chancellor **and shall be** accountable to the Vice-Chancellor/ Chancellor and authorities of the university.

### 5.3. **Dean Students Welfare (DSW): Appointment, Duties and Functions**

- (1) **Appointment** – The Dean Students Welfare (DSW) shall be appointed by the Vice –Chancellor, from amongst teachers of the university who shall not be below the rank of a professor.
- (2) The term of appointment of the Dean Students Welfare shall be three years and he shall be eligible for reappointment.
- (3) **Duties and Functions-** The Dean Students Welfare (DSW) shall perform the following duties and functions, namely:
  - (i) To make proper arrangement for the residence in various university hostels and to supervise discipline of students, studying in the university classes and to take proper precautions with adequate measures against ragging;
  - (ii) To plan organize and supervise the co-curricular and cultural activities of the students in the university campus;
  - (iii) To look after the physical welfare and NSS activities of the students in the University campus;
  - (iv) To operate the accounts of the funds allocated for the hostels and the students welfare and other co-curricular activities;
  - (v) To deal with all matters pertaining to discipline amongst the university students on the campus and outside ,excepting those relating to their academic work, which will be dealt with by the heads of Academic Units and /or the Dean Academic Affairs and to impose penalties as may be deemed necessary and sports, etc;
  - (vi) To devise ways and means for promoting the well being of the university students –social ,moral and emotional values inculcating among them, regard for great ideas, like loyalty to country, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports, etc;
  - (vii) To control and implement the various scholarship schemes of state /central government for the students of the university;
  - (viii) To have the overall control and supervision of the university hostels and the office of the dean students welfare in the best interest of the students;
  - (ix) To publish in-house magazines and other similar publication as their chief Editor and Coordinator ,and
  - (x) To perform any other duty or function allotted to him by the Vice-chancellor and other authorities of the university from time to time
- (4) He shall be subject to the immediate direction and control of the Vice Chancellor and shall be accountable to the Vice Chancellor/ Chancellor and authorities of the University.
- (5) The Vice-Chancellor may authorize any other person to exercise any or all of the duties of the Dean of Students Welfare in his absence.

### 5.4. **Dean Research and Development (DRD)**

- (1) **Appointment** – The Dean Research and Development (DRD) shall be appointed by the Vice chancellor from amongst the teachers of the university not below the rank of Professor.
- (2) The term of appointment of the Dean Research and Development shall be three years and he shall be eligible for reappointment.

- (3) **Duties and Functions:** - The Dean Research and Development shall be performing the following duties and functions, namely:
- (i) To act as an academic guide in developing and improving the research standards in the academic units and promote consultancy and R&D activities in the university and its academic units;
  - (ii) To act as a vital link with the UGC, AICTE, NCTE, MCI/DCI/INC/PCI/NAAC/NBA, and other regulatory bodies, universities, national and international agencies.
  - (iii) To keep abreast with the latest educational policies of both the state and central Government and also to apprise the academic units about the same, guiding them in their proper implementation;
  - (iv) To hold Workshops/Faculty Development programmes for sensitizing the faculty of the academic units with regard to research and development;
  - (v) To take steps and bring about NAAC/NBA accreditation for Institutions/Departments, to provide guidance and logical support for getting the highest possible grade for the Institutions;
  - (vi) To help the academic units get maximum amounts of financial grants from various funding agencies including UGC, AICTE, State and Central Governments for promoting research activities and organizing other academics programmes in the university;
  - (vii) To suggest and propose innovations and newer ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas; and
  - (viii) To perform such other duties or functions as may be assigned to him by the Vice Chancellor and authorities of the university from time to time.
- (4) He shall work under the immediate control of the Vice chancellor and shall be accountable to the Vice-Chancellor/ Chancellor and authorities of the University.

#### 5.5. Directors/Principals

- (1) There shall be a Director/Principal of each of the institute who shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by him with the Vice Chancellor as its Chairman on such terms and conditions as may be specified in the subsequent statutes.
- (2) In case there is no regular Director/Principals in any Institute/ **academic unit**, the duties and functions of the Director/Principal may be assigned by the Vice Chancellor to a teacher from the Institute **academic unit** who shall preferably not be below the rank of Professor.
- (3) **Duties and Functions-** The duties and functions of the Director/Principals of the Institutions **academic unit** shall be such as may be prescribed by the subsequent statutes or ordinance or Regulations.

#### 5.6. Heads of the Departments

- (1) Any independent teaching Department or the institutes of the University having multiple departments shall have a Head of Department for each of the Departments who shall be appointed by the Vice Chancellor from amongst the Professors in the Department.  
Provided that if there is no Professor in the Department, the Vice-Chancellor may be appointing an associate Professor as Head of the Department.
- (2) The Term of appointment of the Head of the Department shall be three years and he shall be eligible for reappointment.
- (3) **Duties and Function-** The duties and functions of the Head of Department shall be as may be prescribed by the subsequent statutes or ordinance or Regulations.

#### 6. Constitution, Powers and Functions of the Governing Body

- (1) **Constitution** – The constitution of the governing body shall be as per provisions of the act.
  1. The Governing Body of the University shall consist of the following members :
    - Chancellor as its Chairperson
    - Vice-Chancellor
    - Secretary to the Government of Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana in his/her ex-officio capacity
    - Five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists
    - One expert of management or technology from outside the University nominated by the Chancellor
    - One expert of finance, nominated by the Chancellor
    - Registrar as Member-Secretary



2. The term of office of the nominated members of the Governing Body shall **be (by) two** (three) years. The nominated members shall be eligible for re-nomination. The nominated members shall cease to be members of the Governing Body on demitting their office.
3. Resignation from the membership of the Governing Body shall be effective after it has been accepted by the Chancellor.
4. The Governing Body shall meet at least three times in a calendar year.
5. The quorum for the meetings of the Governing Body shall be four, provided that the Secretary to Government of Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana shall be present in each meeting in which decisions on issues involving Governing policies/ instructions are to be taken.
6. The Governing Body shall be the supreme authority of the University. All the movable and immovable properties of the University shall vest in the Governing Body.
7. The Governing Body shall have the following powers as specified under Section 22 (2) of the Act:
  - To review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act, Statutes, Ordinances, Regulation or Rules.
  - To approve the budget and annual report of the University.
  - To lay down the extensive policies to be followed by the University.
  - To recommend to the Sponsoring Body for the dissolution of the University if the situation arises when there is no smooth functioning of the University in spite of best efforts.
8. In addition to the powers vested in the Governing Body by virtue of the Act, the Governing Body shall also have the following powers and functions:-
  - To review, from time to time, the broad policies and programmers of the University and to suggest measures for the improvement and development of the University.
  - To advice the Chancellor in respect of any matter that the Chancellor refers to it for advice.
  - To maintain and fulfill the basic aims and objectives of the University as set out in Section 3 of the Act, and to determine and regulate the educational, research, financial and other policies of the University.
  - To provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, maintain correct account, and conduct annual audit of the same.
  - To appoint representatives of the University to other institutions or organizations as may be desirable.
  - To purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, (and) on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property.
  - To hold, sell, hypothecate or dispose off, transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfill the aims and objectives of the University.
  - To appoint committees and delegate any of the above mentioned powers and duties to any of officers, authority and committee or employee of the University.
  - To perform such other functions as may be prescribed from time to time in the Act/Statutes.
- (2) **Powers and Functions** - In addition to the powers mentioned under sub-section (2) of section 22, the governing body shall have the following additional powers, namely:
  - (i) To approve the subsequent statutes to be framed under section 31 and the first **ordinances** to be framed under section 32 by the Board of Management.
  - (ii) To establish , equip and maintain the university library, laboratories **and workshops**.
  - (iii) To provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary and
  - (iv) To take all such measures and to do all such acts, as may be necessary or desirable to achieve the objects of the university.

#### 7. Meeting of the Governing Body

- (1) The term of office of the members of the governing body nominated under clauses (d) , (e) and (f) of sub- section (1) of section 22 shall be two years.



- (2) A nominated member may be re-nominated as a member of the governing body after the completion of the team.
- (3) All decisions at the meeting shall be taken by a majority vote of the members present. The chairperson at the meeting shall have a second or casting vote in the case of a tie.
- (4) The quorum for meeting of the governing body shall be four.

**8. Constitution, Powers and Functions of the Board Management**

1. **Constitution-** The constitution of the Board of Management shall be as per provisions of the act.

The Board of Management shall consist of the following members:

- Vice-Chancellor as Chairperson.
- Secretary to Government of Haryana, Higher Education Department, or in his absence, the Director General, Higher Education, Government of Haryana.
- Two members of the Governing Body, nominated by the Sponsoring Body.
- Three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body.
- Three persons from amongst the teachers, nominated by the Sponsoring Body.
- Two teachers, nominated by Vice-Chancellor.
- Registrar as Member-Secretary.
- The term of office of the nominated members of the Board of Management shall be **two** (three) years. The nominated members shall be eligible for re-nomination. The ex-officio members shall **cease** (case) to be members of the Board of Management on demitting their office.
- Resignation from the membership of the Board of Management shall be effective after it has accepted by the Vice-Chancellor.
- The quorum for the meetings of the Board Management shall be five, provided that the Secretary to Government of Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Governing policies/ instructions are to be taken.
- The Board of Management shall meet once in every two months.
- In case of non-unanimity on any issue, the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.

The Board of Management shall exercise the following powers and perform functions:-  
To examine and approve financial accounts together with audit report.

- To examine and recommend budget for recurring & non-recurring expenditure to Governing Body for approval. The Board will also oversee the expenses vis-a-vis approved budget for expenditure.
- To approve Ordinances and Regulations of the University.
- To create teaching, administrative, and other necessary posts inter-alia covering qualifications and emoluments in consultation with the Finance Committee.
- To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendation of the selection committee.
- To define the function, terms and conditions of service of Professors, Associate Professors, Assistant Professors, other teachers and academic staff employed by the University in consultation with the Academic Council.
- To approve and specify the manner of appointment to temporary vacancies of academic staff.
- To make provision for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments.
- To manage and regulate the finances accounts, investments, property of the University and other affairs of the University and to appoint such agents as may be considered fit. in consultation with the Finance Committee.

- To oversee enforcement of discipline amongst the employees in accordance with the Statutes, Ordinances and Regulations.
  - To recommend transfer or acceptance of transfer of any immovable or moveable or property on behalf of the University to the Governing Body.
  - To fix the remuneration payable to course writers, counselors, examiners, **tabulators, modulators, paper setters** and invigilators, and traveling and other allowances payable in consultation with the Finance Committee.
  - To recommend to the Governing Body to delegate any of its powers to any committee or sub-committee, the Vice- Chancellor, the Registrar, the Chief Finance and Accounts Officers or any other officer of the University.
  - To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved **on his being approached**, through proper channel.
  - To institute fellowships, scholarships, etc.
  - To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal in consultation with the Sponsoring Body.
  - To approve conferment of degrees, awards, and fellowships.
  - To approve collaborations/exchange programmes with renowned national/international universities, **institutions, body of higher education** to achieve international quality standards in teaching and research.
  - To oversee the management of general and endowment funds as per Section 11, 12, & 13, of the Act in consultation with the Finance Committee.
  - To appoint committees for such purposes under Section 35 of his Statutes and with such powers as it may deem fit and to appoint such persons on these committees as it may think fit.
  - To approve provision of buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University.
  - To examine and accord final approval of building plans and award building contracts or authorize construction.
  - To issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys.
  - To refer all matters of policy and financial decisions to the Governing Body and ensure that the minutes are regularly presented in the meetings of the Governing Body for perusal and approval.
  - To raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities (and) upon approved terms and conditions and to pay out of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed.
  - To exercise such other powers and perform such other functions as may be conferred on it the Act or the Statutes or as prescribed by the Chancellor/Governing Body.
- (2) **Powers and Functions** – The Board of management shall **also**, exercise and perform following powers and functions, namely.
- (1) The Board of management shall, subject to control of the chancellor, have the power of management and administration of the revenue and property of the university and conduct of all administrative affairs of the university not otherwise provided for.
  - (2) Subject to the provision of the act, the statutes and the ordinances , the Board of management of shall in addition to the other powers vested in it, have the following powers namely:
    - (i) To approve teaching and other academic posts and to define the functions and conditions of service of professors, Associate Professors, Assistant professors and other teachers and academic staff employed by the university.
    - (ii) To manage and regulate the finances, accounts, investments, property of the university and all other affairs of the university and to appoint such agents as may be considered fit.

- (iii) To invest any money belonging to the university including any sudden and unforeseen income, in such stocks, funds, shares or securities as it think fit or in the purchase of immovable property in India with like power of varying such investment from time to time:  
Provided that no action under this clause shall be taken without consulting the finance committee.
- (iv) To create (after) teaching **post** after taking into account the recommendations of the academic council and finance committee and non teaching posts after taking into consideration the recommendation of the finance committee and to specify the number of appointment thereto
- (v) To regulate and enforce discipline amongst the employees in accordance with the provisions of the statutes, the ordinances or the regulations;
- (vi) To transfer or accept transfers of any immovable property on behalf of the university;
- (vii) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the university, who may, for any reason, feel aggrieved.
- (viii) To select the common seal for the university and to provide for the use of such seal and
- (ix) To delegate any of its powers to the Vice- Chancellor , the registrar, the chief finance and accounts officer or to any other officer , employees or authority or to a committee appointed by it, as it may deem fit.
- (x) To prepare the annual report of the university in terms of Section 42(1); and
- (xi) To get the annual accounts including balance sheet of university prepared in terms of Section 42(2).

**9. Disqualification of the Members of the Board of Management**

The members of the Board of Management shall cease to be members under the following circumstances:-

- (a) If the individual member is convicted in a court of law for any criminal act including acts of moral turpitude or for any other reason and no stay order has been passed by the higher court against conviction;
- (b) If in the opinion of the Chancellor, a member of the Board acts in a way detrimental to the interests of the University, the Chancellor may, with the approval of the nominating authority, ask such members to relinquish office from such date as may be specified.

**10. Constitution of Standing Committee and Ad-hoc Committee**

- (1) The Governing Body and/or the Board of Management may, at the appropriate time, by a resolution in a duly conducted meeting, and or in accordance with the directions of the Chancellor, appoint standing committees or ad-hoc committees, and/or enquiry committees by defining:
  - (a) The purpose of appointment
  - (b) The constitution;
  - (c) The tenure of the committee
  - (d) The financial budget;
  - (e) The procedure to be adopted;
  - (f) The rights and obligations of the committee;
  - (g) The remuneration payable to the members of the committee;
  - (h) The facilities to be acquired and other matters relevant or incidental to complete the purpose for which it is appointed.
- (2) The Committees so appointed shall exercise their powers and functions within the delegated authority. Neither the university nor the Governing Body, nor the Board of Management shall be accountable for the authority or powers used outside the scope of delegation by such authorities.
- (3) Such Committees shall be automatically dissolved on completion of their tenure or after completion of the tasks assigned to them by the authority appointing them, unless extension in the tenure is granted by the said authority.

**11. Advisory Boards**

- (1) The Board of Management may, with the concurrence of the Chancellor, appoint an Advisory Board consisting of five members for the purpose of providing advice to the Board of Management in matters relating to the conduct of various affairs of the University.
- (2) The Board of Management may direct the Academic Council, Finance Committee and/or any other committee set up under the Act or these Statutes, to appoint and/or follow the recommendations of the Advisory Board.
- (3) The Board of Management may define the functions, and powers while establishing such committees.

**12. Creation, Abolition, or Restructuring of Faculties and Departments**

- (1) The Board of Management may review the performance and the requirements of individual faculties or departments. The Board of Management may recommend to the Governing Body to create additional faculties, departments or posts, or suggest abolition or restructuring of the faculties, departments or posts
- (2) The Governing Body shall at its earliest meeting shall **adjudicate upon take decisions** decide on the recommendations of the Board of Management mentioned in (1) above.

**13. Action against Teachers**

- (1) Where there is an allegation of misconduct against a teacher, the Chancellor/ Vice-Chancellor shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may **constitute (institute)** an Inquiry Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Vice-Chancellor may decide the course of action depending on the severity of the misconduct; the action will be reported to the Board of Management.
- (3) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.
- (4) For termination of services of a teacher prior approval (by) of the Chancellor or empowered Committee nominated by him will be necessary.

**14. Action against Non-Teaching Employees**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Registrar may decide the course of action. However, he should get prior approval of the Vice -Chancellor or nominated Committee before termination of services.
- (3) An appeal against any action taken by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

**15. Meetings of the Board of Management**

- (1) The term of office of the members Board of Management nominated under clauses (c ), (d ) , (e ) and (f ) of subsection (1) of Section 23 shall be two years.
- (2) A nominated member can be re-nominated as a member of Board of Management after the completion of term.
- (3) All Decisions at the meeting shall be taken by majority of the members present. The Chairperson at the meeting shall have a second or casting vote in the case of a tie.
- (4) The Board of Management shall meet once in every two months.
- (5) The quorum for the meetings of the Board of Management shall be five: Provided that the secretary of Government, Haryana , Education Department, Or in his absence , Director, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies / instructions are to be taken .

**16. Constitution of the Academic Council**

**16.1.** The academic council shall consist of the following persons namely:

**(a) Ex-Officio members:-**

- (i) The Vice Chancellor;
- (ii) The Dean of Academics affairs;

- (iii) The Deans of Faculties of the university;
- (iv) The Dean Research and Development;
- (v) The Directors/Principals of the Institute established by the University;
- (vi) The Heads of Departments;
- (vii) The Controller of Examinations;

**(b) Other Members:-**

- (i) Two outside experts to be nominated by the chancellor for a term of two years.
- (ii) Two outside experts to be nominated by the Vice- Chancellor for their special knowledge **for a term** of two years.
- (iii) Three teachers other than ex-officio members **to (of)** the council to be nominated by the Vice Chancellor for a term of two years

**(c) Registrar (Member Secretary)**

(without any voting right)

**16.2. Powers and Functions of the Academic Council**

- (1) The Academic Council being Principal academic authority of the university shall supervise, direct and control , and be responsible for the maintenance of standards of instruction, education, research and examinations and other matters connected with the obtaining of degrees and exercise such other powers and perform such other duties as may be specified by the statutes , the ordinances and the other provisions made there under.
- (2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of the Act, statutes, ordinances. Regulation and rules, the academic council shall in addition to all other powers vested in it, have the following powers and duties, namely:
  - i. to exercise general provisions or the academic policies of the University, and to give directions regarding methods of instruction , cooperative teaching among academic units, evaluation of research or improvements in academics standards ;
  - ii. to bring about inter disciplinary , interfaculty coordination to establish or appoint committees for taking up projects;
  - iii. to consider methods of general academic interests either on its own initiative or on a reference by the Chancellor, the Vice Chancellor or Board of Management or a faculty and to take appropriate action thereon;
  - iv. to frame regulations in consonance with the Act, Statutes and Ordinances regarding the academic functioning of the University , discipline, residence ,admissions award of fellowships and studentships , fee concessions , attendance , internal assessment , award and distinctions, etc,
  - v. to provide scheme of examinations, syllabi and courses of study for various examinations and approve names of Examiners/ Paper setters on the recommendations of the respective Board of Studies and Faculty; and
  - vi. to exercise such powers and performs and performs such other duties as may be conferred or imposed on the Academic Council by the Act , Statues or the Ordinance.
- (3) All the decisions of the Academic Council as regards scheme of examinations, syllabi and courses of studies, approval of names of Paper steers/ Examiners and conducting of exami9nations insofar as they are not provided by the Statutes and the Ordinance shall be final.

**16.3. Meetings of the Academic Council**

- (1) The meeting of Academic Council shall be held on such date and at such time and place as may be fixed by the Vice-Chancellor.
- (2) The quorum of the meetings of the Academic Council shall be one third of its total members.
- (3) The members of the Academic Council, other than Ex-Officio members, shall hold office for a term of two years.
- (4) All decisions at the meeting shall be taken by majority vote of the members present. The Chairperson at the meeting shall have a second or a casting vote in the case of a tie.



**17. Other Authorities of the University**

In Addition to the authorities as specified in Section 21, there shall be the following other authorities of the Universities, namely

- (i) The Finance Committee;
- (ii) The Academic Planning Board
- (iii) The Faculties
- (iv) The Boards of Studies and
- (v) Such other authorities as may be declared by the statutes to be authorities of the university.

**17.1. Finance Committee****Constitution –**

- (1) The finance committee shall consist of the following namely:
  - (i) The Vice-Chancellor;
  - (ii) One person to be nominated by the sponsoring body;
  - (iii) Three persons to be nominated by the Chancellor; and
  - (iv) One member to be nominated by the Vice-Chancellor from amongst the Members of the Board of Management.
- (2) The Vice Chancellor shall be the chairperson of the finance committee.
- (3) The chief finance and accounts officer shall be the ex-officio member secretary of the finance committee and he shall have a right to vote.
- (4) Every member of the committee, other than the ex-officio members, shall hold office for a term of two years from the date on which he becomes a member of the committee.
- (5) Three members of the finance committee shall form the quorum for the meeting.
- (6) All decision at the meeting shall be taken by a majority **vote** (note) of the members present. The Chairperson shall have a second or casting vote in case of tie.
- (7) The finance committee shall ordinarily meet twice in a year.
- (8) **Powers and Functions:-**
  - (i) All proposals relating to revision of grades, up-gradation of the pay scale and those items which are not included in the budget, shall be examined by the finance committee before those are considered by the Board of Management.
  - (ii) The finance committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources for the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the finance committee.
  - (iii) The annual accounts and the financial estimates of the university prepared by the chief finance and accounts officer shall be laid before the finance committee for consideration and **comments** (commits) and thereafter submitted, with or without amendments to the board of management within the overall ceiling fixed by the committee.

**Budgets**

- (1) The Chief Finance and Accounts Officer, with the approval of the Finance Committee, based on the proposed budgets received from different departments/ **schools**, divisions, colleges, institutes of the University, shall prepare an annual budget for the forthcoming financial year, and submit at least two months before the beginning of financial year to the Board of Management for the purpose of approving the same. The Board of Management, upon the merits may suggest modifications, alterations or additions and submit the Budget to the Governing Body. Upon approval by the Governing Body such approved budget will be the annual budget of the University for the year.
- (2) No expenditure other than that provided in the budget shall be incurred by the departments, divisions, colleges, and institutes of University without the approval of the Finance Committee.
- (3) The Finance Committee may consider any revision of the Budget, based on the recommendation, of the Chief Finance and Accounts Officer and on merits, and such revisions shall be placed for ratification of the Board, at a subsequent meeting of the Governing Body.

**Appointments of Auditors**

- (1) The Governing Body shall appoint a qualified firm of Chartered Accountants to undertake the statutory audit of the accounts of the University.
- (2) The First statutory auditors shall be appointed in the first meeting of the Governing Body, and the subsequent statutory auditors shall be appointed at the meeting of the Governing Body convened to approve the accounts of the previous period.

**Annual Accounts**

- (1) The first accounting period of the University shall end on March 31, 2020. The subsequent accounting periods will be of duration of 12 months commencing on 1<sup>st</sup> April of that year and ending on 31<sup>st</sup> March of the following year.
- (2) The accounts of the various divisions, departments, institutions and campuses of the University shall be consolidated by the Chief Finance and Accounts Officer and he shall prepare the final annual accounts, consisting of the Income and Expenditure Account and the Balance Sheet of the University and place the same before the Finance Committee for comments. The appropriations of excess income over expenditure or the absorption of excess expenditure over the income shall be decided by the Finance Committee. The accounts will thereafter be adopted by the Board of Management, after which they will be audited by the Auditors appointed by the Governing Body.
- (3) All the assets of the University shall be maintained in the name of the University and shall be used for the settlement of liabilities at the time of liquidation or closure of the University.
- (4) The accounts of the University shall be open to examination by the Chancellor, Vice-Chancellor, Registrar, Auditor of the University and any other person authorized by the Governing Body or the Sponsoring Body for the purpose.
- (5) Every balance sheet and income and expenditure account of the University shall comply with the relevant accounting standards as may be prescribed by the Government of India in consultation with the National Advisory Committee on Accounting Standards.
- (6) The Vice-Chancellor shall place such audited financial statements before the Governing Body, along with the report of the Auditors for information.
- (7) The annual accounts, the Balance sheet and the audit report shall be considered by the Governing Body at its meeting and the Governing Body shall forward the same to the Visitor and the State Government along with its observations thereon.

**17.2. Academic Planning Board****(1) Constitution-**

- a. The Academic Planning Board shall consist of the Vice-Chancellor and not more than six other members to be nominated by the Chancellor.
- b. The Vice-Chancellor will be the Chairperson for the academic planning board and the Registrar will be the member secretary of the board.
- c. All the members of the Academic Planning Board, other than Vice-Chancellor and the Registrar will hold office for a term of two years.
- d. The Academic Planning Board shall meet at such intervals as it may deem expedient, but it shall meet at least once in a year.
- e. All decisions at the meeting of the Academic Planning Board shall be taken by the majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in case of a tie.

- (2) **Power and Functions:-** The Academic Planning Board can design appropriate plans for academic development, adding / deleting / opening / closing of any existing Schools or new Schools as and when it deems advisable in the interest and expansion of the university and it shall, in addition, have the right to advise the chancellor, Board of management and academic council on any matter which it may deem necessary for the fulfillment of the object of the university, including M.Phil and Ph.D Courses.

**17.3 The Faculties:**

- (i) The university may have all or any of the following faculties:
  - School of Engineering And Technology
  - School of Commerce & Management

- School of Architecture & Fine Arts
  - School of Pharmaceutical Sciences
  - School of Legal Studies
  - School of Para-Medical Sciences
  - School of Nursing Sciences
  - School of Applied Sciences
  - School of Agriculture
  - School of Yoga & Naturopathy
  - School of Humanities & Social Sciences
  - School of Hospitality Management
  - School of Media & Journalism
  - School of Teacher Education
- (ii) The Constitution of the faculties shall be as under
- (i) Dean of Faculty (Chairperson)
  - (ii) All the heads of Department/Institutes (HOD) comprising the faculty.
  - (iii) All Professors of the departments/ Institutes/ comprising the faculty.
  - (iv) Two Associate Professors  
(Nominated by the Vice Chancellor from the Departments/Institutes comprising the faculty for a term of two years)
  - (v) Two Assistant Professors  
(Nominated by the Vice Chancellor from the Departments/Institutes comprising the faculty for a term of two years)
  - (vi) Two outside Experts nominated by the Vice Chancellor for a term of Two Years.
- (4) Each faculty shall be headed by a Dean and shall consist of such Academic Units as may be specified by the Ordinances.
- (5) The Functions of the Board of Studies shall be such as may be specified by the Ordinances.
- 17.4. The Boards of Studies**
- (1) Every Academics Unit included in a Faculty shall have a Board of Studies. The Director/Principal/ Head of the Department, as the case may be shall be ex- officio Chairperson of the respective Board of Studies.
- (2) **Constitution** – The Constitution of the Board of Studies shall be as under:
- (i) Head of the Department/ Institute (Chairperson)
  - (ii) All Professor Comprising the Department/ Institute Concerned.
  - (iii) One Associate Professor  
(Nominated by the Vice Chancellor from the Department/ Institute for a term of two years)
  - (iv) One Assistant Professor  
(Nominated by the Vice Chancellor from the Department/ Institute for a term of two years)
  - (v) Two Outside Experts  
(Nominated by the Vice Chancellor for a term of two years)
- (3) The Functions of the Board of Studies shall be as may be specified by the Ordinances.
- 17.5. Miscellaneous Provisions concerning Authorities**
- (1) **Other Committee -**  
The Governing Body or the Board of Management or the academic council may appoint such Boards or Committees consisting of members of the concerned authorities and such other person as the authority in each case may think fit; and such Board or Committee may deal with the subject assigned to it subject to subsequent confirmation by the authority which appointed it.

(2) **Elected Chairperson to preside where no provision is made in the statutes –**

Where, under the Act, the Statutes or the Ordinances or rules made there under no provision is made for a Chairperson to preside over a meeting of any of the authorities of university, Board or Committee, or the Chairperson is absent the member present shall elect one amongst them to preside over the meeting.

(3) **Resignation: -**

- (i) Any Member other than an ex-officio member of the Governing Body, The Board of Management, the Academic Council or any other Authorities of the university or committee may resign by a letter address to the registrar:

Provided that such resignation shall take effect only on the date from which the same is accepted by the authorities competent to fill the vacancy.

- (ii) if any Member of the authority of the university ceases to be a member of that authority from which he has been nominated or appointed, he shall cease to be the member of the board or committee concerned.

**18. The Manner of Appointments to Teaching/ Academic Posts**

- (1) The Teachers of the University shall be appointed by the Vice Chancellor on the Recommendation of Selection Committee with the approval of Chancellor.
- (2) No person shall be appointed as a teacher of the University for the Regular Post except on the recommendation of a selection committee constituted for the purpose. However, temporary appointments can be made on contract basis without the selection committee.
- (3) **Selection Committee: -** There shall be Selection Committee for making recommendation for appointment to teaching/ Academic Post, which shall consist of the following:
- (i) Vice Chancellor
  - (ii) Chancellor's Nominee
  - (iii) Dean of Faculty Concerned.
  - (iv) Director/ Principal/ HOD (if he/she is Professor)
  - (vi) Two Person not connected with the university nominated by the chancellor out of a panel of expert recommended by the vice Chancellor having special knowledge of or in the subject concerned:  
Provided that the chancellor may, if he considers necessary, add more name to the panel of experts drawn by the vice chancellor.
  - (vii) Registrar shall act as Secretary of the selection committees.
  - (viii) Four members including one expert shall form the quorum.
- (4) Appointment to regular teaching/ Academic Post shall be made through open advertisement as per qualifications prescribed by the concerned regulating councils.
- (5) Notwithstanding anything contained in the act and Statues and other rules made there under the chancellor on the recommendation of the vice chancellor may invite a person of High Academic Distinction and professional attainments to accept an assignment as Professor Emeritus or Visiting Professor or Scholar of Eminence or Guest Faculty and the like on such terms and conditions as a may be **mutually (manually)** agreed and offer him to join the university as such.

**19. Appointment to other Administrative and Non-Teaching Post**

- (1) Appointment to other Administrative and Non Teaching post shall be made by the Vice Chancellor on the recommendations of the Selection Committee which shall consist of the following: -
- (i) Vice Chancellor  
(or his nominee not below the rank of Professor)
  - (ii) Chancellor's Nominee.
  - (iii) One Member of the Board of Management nominated by the Vice-Chancellor.
  - (iv) One Expert Nominated by the Chancellor out of the Panel of Experts recommended by the Vice Chancellor.
  - (v) Registrar (Member Secretary).

- (vi) Three members shall form the quorum.
- (2) Appointment to the regular administrative posts shall be made through selection Committee by open advertisement as per qualifications prescribed by the Board of Management. However, temporary appointments can be made on contract basis without selection committee.

## **20. Terms and Conditions of Service of the Employees**

- (1) All the employees of the University including teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and conduct rules as may be specified by the University from time to time in the regulations.
- (2) All regular employees will be appointed on probation of two years extendable for another year during which period their service can be terminated with one month's notice from either side without assigning any reason. After confirmation the notice for termination will be three months. In the case of appointments on temporary or contract basis their service will be determined as per terms of their appointment.
- (3) Where there is an allegation of misconduct or dereliction of duty against an employee, the vice Chancellor may, if he thinks fit, by an order in writing place the employee under suspension and shall report to the Board of management, the circumstances under which the order was made.  
Provided that the Board of management may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the employee, revoke that order.
- (4) Notwithstanding anything contained in terms of his /her appointment or contract of service, the vice chancellor with the approval of the chancellor shall be entitled to remove an employee on the ground of misconduct.

Provided that no employee shall be removed under above clause until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

## **21. The Procedure for Arbitration**

- (1) Any dispute arising between the university and an employee of the university and the same not being decided for a period of more than one year, shall, on the request of either party be referred to an arbitral tribunal for decision, which shall consist of the following:
  - (i) a chairperson nominated by the chancellor
  - (ii) one person nominated by the Board of Management and
  - (iii) one person nominated by the employee concerned.
- (2) The university shall furnish any record, report or other information called for by the arbitral tribunal to discharge its function in an efficient manner.
- (3) The decision of arbitral tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by it.
- (4) Any student or candidate for an examination whose name has been removed from the rolls of the university by the orders or resolution of the Vice- Chancellor, Discipline committee or examination committee, as the case may be, and who has been debarred from appearing at the examination of the university for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the chancellor and the chancellor may confirm, modify or reverse the decision of the vice- chancellor or the committee, as the case may be and any dispute arising out of any disciplinary action taken by the university against a student shall, at the request of such student, be referred to the Arbitral tribunal in the manner as may be specified in the regulations.
- (5) Every employee or student of the university or any academic unit shall, notwithstanding anything contained in the act, have a right to appeal within such time as may be specified by the regulation, to the chancellor against the decision of any other or authority, as the case may be, and thereupon The chancellor may confirm, modify or reverse the decision appealed against.

## **22. Legal jurisdiction**

All disputes shall be subject to jurisdiction of the civil courts at Hisar or courts having jurisdiction in respect of Hisar.

## **23. Seal of the University**

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be decided by the University after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time. The University after obtaining the approval of the



Sponsoring Body may also decide to make and use such as : Flag, Anthem, Insignia, Vehicle Flag and other symbol or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

**24. Protection of action taken in good faith**

No suit or other legal proceedings shall lie against any officer or employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of the act or statutes or ordinances and other rules and regulation made there under.

**25. Institution of Fellowships, Scholarships, Studentships, Medals, Prizes etc.**

- (1) Subject to the availability of funds, the academic council shall initiate action in consultation with the appropriate faculty of each academic unit and recommended the institution of tuition free ships, fellowships, scholarships, studentships, medals, prizes etc. The academic council shall recommend these awards to the board of management.
- (2) The Board of Management shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation of the tuition free ship, fellowships, scholarships, studentships, medals, prizes etc, approves by it.

**26. Admission policy**

- (1) Subject to the provisions of the Act, admission in the University shall be made strictly on the basis of merit.
- (2) Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co – curricular and extra- curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by an agency of the state.

Provided that admission in professional and technical courses shall be made only through an entrance test.

- (3) A minimum of 25% seats for admissions in the university shall be reserved for students of the state of Haryana, out of which 10% seats shall be reserved for students belonging to scheduled castes of the state of Haryana.

Provided that in case the university is having collaboration with reputed foreign or international universities or other institution of other similar nature, the Government may relax the percentage of this reservation.

**Explanation-** Collaboration with reputed foreign or international universities means and includes an agreement for collaboration in the areas like course structure, curriculum and faculty development, joint research programmes, student exchange programmes and admission through internationally recognized processes:

Provided further that in case seats allotted under reserved categories remain vacant, the seats shall be converted into general categories and offered to the candidates of general category.

**27. Fee Structure**

- (1) The University may, from time to time, prepare fee structure and shall send it for information to the government, at least thirty days before the commencement of the academic session.
- (2) The fee structure for the twenty five percent of the students who are domicile if Haryana shall be based on merit- cum means and be as follows:
  - (i) One fifth of the twenty – five percent shall be granted full fee concession.
  - (ii) Two fifth of the twenty five percent shall be granted fifty percent fee concession.
  - (iii) The balance two fifth of the twenty five percent shall be granted twenty five percent fee concession

- (3) The universities shall not charge any fee, by whatever name called, other than that prescribed as per clause (1) and (2) above:

Provided that in case the University is having collaboration with reputed foreign or international universities or other institutions of other similar nature, the government , may, approve different percentage of student eligible for , hundred per cent, fifty percent or twenty – five per cent fee concession.

**28. Cooperation with other Universities and Institutions**

- (1) The Vice-Chancellor/Pro Vice Chancellor shall actively explore the avenues for cooperation with other Universities in India and overseas, and establish working relationship with other institutions, which could play a complementary role for furtherance of the objectives of the University.
- (2) The Vice-Chancellor shall execute and sign such documents as may be needed for forging alliances as aforesaid and place before the Board of Management the details of new alliances in the Board Meeting at the earliest opportunity.

**29. Convocation**

- (1) Certificates, Degrees and Diplomas shall be conferred by the University only on successful completion of the academic requirements for a given program.
- (2) Convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University once in a year on such date and at such time as the Board of Management may fix.
- (3) A special Convocation to award Honorary Degrees/Academic distinctions to distinguished persons may be held by the University with the prior approval of the Chancellor.
- (4) The academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- (5) Where the University does not find it convenient to hold the convocation in accordance with Statutes, the degrees diplomas and other academic distinctions may be handed over personally or dispatched to the candidates concerned by registered post.

**30. Conferment of Honorary Degrees and Academic Distinctions**

- (1) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-data of the proposed recipient, by a Faculty or any other official to the Chairman of the Academic Council.
- (2) On receipt of the proposal, a special meeting of the Academic Council or its standing committee will be called to consider the proposal.
- (3) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.

**31. Self Financed**

The **University** will be self financed and shall not be entitled to receive any regular grants or financial assistance from the Government or any Board/ Corporation owned and controlled by the government, for its functioning.

This will not however restrict the University from receiving financial support/ grants from the government/other Government agencies, public and private industries/organizations as per regulations for activities instituted at its behest or for funding any special project undertaken as per directions of Board of Management, including new need based courses, consultancy, testing, extension work, in-service programmers etc.

**32. Exemption from Fees and Award of Scholarships/ Fellowships**

The Board of Management may formulate a regulation on the exemption of fees and award of scholarships/ fellowships; the basis will be merit or merit-cum-means subject to approval for availability of such fund from Finance Committee.

**33. Administration of Endowment for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature; it can also establish the same on its own initiative.
- (2) The Finance Committee shall administer all the endowments under supervision of the Governing Body.
- (3) The award shall be made out of the annual income accruing from the endowments. Any part of the income which is not so utilized shall be added to the endowment.
- (4) The Finance Committee shall prescribe the conditions of depositing the endowment in a nationalized Bank/ other Banks.
- (5) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.

- (6) In case any endowment is accepted by the Board of Management, it shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (7) Approval of awardees for fellowships, scholarships, medals and prizes as per the specific regulations(s) for specific endowment will be given by the Registrar.

**34. Power to amend Statutes**

The Governing Body shall make, amend, alter, modify these First Statutes as required for the administration, development and expansion of the University and submit the same to the Government for approval.

**35. Disqualification for Membership of an Authority or Body, Validity of Proceedings and Filling Up of Vacancies**

The following shall apply to all the Authorities and Bodies of the University constituted as per the Act/ Statutes or admission of the University:-

- (1) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he-
  - (a) is of unsound mind and stands so declared by a competent court;
  - (b) is an undercharged insolvent;
  - (c) has been convicted of any offence involving moral turpitude;
  - (d) is conducting or engaging himself in private coaching classes; or
  - (e) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (2) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- (3) Any vacancy which may occur in the membership of the authorities or bodies of the university due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member.

Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member; in whose place he is appointed or nominated.

**36. Agenda of the meeting**

Chairperson of the committee shall issue an agenda continue the item to be discussed in the meeting at least fifteen days in advance. Agenda so prepared shall be conveyed to the members through mail or personal circulation or by post. However an emergent meeting may be called by the Chairperson of the respective authority/ committee on a notice of forty eight (48) hrs. Minutes of the meeting shall be circulated amongst the members.

**37. Adjournment of Meeting**

In case the quorum in a meeting is not sufficient to transact the business of the meeting as per the schedule. The **meeting** shall be adjourn for two hours and meet again and discuss the items of agenda and take decisions. The requirement of quorum shall not bar the proceedings of the meeting.

**38. Annual Accounts**

- (1) The first accounting period of the University shall end on March 31, 2020. The subsequent accounting periods will be of duration of 12 months commencing on 1st April of that year and ending on 31st March of the following year.
- (2) The accounts of the various divisions, departments, institutions and campuses of the University shall be consolidated by the Chief Finance and Accounts Officer and he shall prepare the final annual accounts, consisting of the Income and Expenditure Account and the Balance Sheet of the University and place the same before the Finance Committee for comments. The appropriations of excess income over expenditure or the absorption of excess expenditure over the income shall be decided by the Finance Committee. The accounts will thereafter be adopted by the Board of Management, after which they will be audited by the Auditors appointed by the Governing Body.
- (3) All the assets of the University shall be maintained in the name of the University and shall be used for the settlement of liabilities at the time of liquidation or closure of the University.

- (4) The accounts of the University shall be open to examination by the Chancellor, Vice-Chancellor, Registrar, Auditor of the University and any other person authorized by the Governing Body or the Sponsoring Body for the purpose.
- (5) Every balance sheet and income and expenditure account of the University shall comply with the relevant accounting standards as may be prescribed by the Government of India in consultation with the National Advisory Committee on Accounting Standards.
- (6) The Vice-Chancellor shall place such audited financial statements before the Governing Body, along with the report of the Auditors for information.
- (7) The annual accounts, the Balance sheet and the audit report shall be considered by the Governing Body at its meeting and the Governing Body shall forward the same to the Visitor and the State Government along with its observations thereon

**39. Interpretation**

- (1) In the event of conflict of opinion with regard to the interpretation of the Statutes and Rules and Regulations, the provisions of the Act shall prevail.
- (2) The decision of the Governing Body on interpretation shall be final and binding.